

# Advanced Scanning



## *Using the Document Feeder on EPSON PERFECTION 1640SU*



**EPSON** COLOR SCANNER **PERFECTION 1640SU**

## Introduction

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There are two EPSON PERFECTION 1640SU scanners in Mann Computing Center lab. One of the scanners is attached to the Assistive Technology Station. Users of Assistive Technology facilities have priority. The other is located at the Document-Feeder Scan Station adjacent to the Assistive Technology Station. Epson Perfection 1640 SU offers both flatbed and auto-document-feeder scanning. Patrons can use scanners, free of charge, at any time during library operating hours. All scanners are available on a first come first served basis. This brochure was created to provide basic instructions for use with the scanners located in Mann Library. For any questions concerning scanners and for further information, please see the Student Operator.

## Quick Facts: Things you can do with Mann scanners

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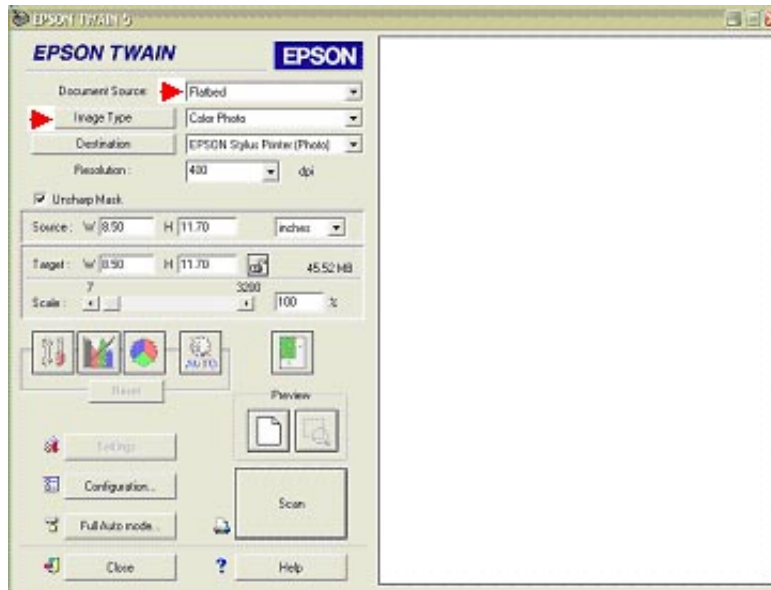
1. Scan images, negatives, transparencies and photographs to a disk, the web, or straight to an application.
2. Scan text and line art with OCR recognition.
3. Copy and print to our black and white or color printers.
4. Save your scans in the file format and location of your choices.

## Using the Document Feeder

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1. The “EPSON Smart Panel” works just as it does with a flatbed scanner. Insert the documents **face-up** into the scan feeder. Make sure that there is no document on the flat bed. **To avoid paper jam, insert about 20 pages or less at a time.**
2. To use the document feeder, you need to use the manual mode. Enter the manual mode by canceling the initial auto scan and choosing manual. This will take you to the “EPSON TWAIN 5” Window

3. In the “Document Source” dialog box, select “Auto Document Feeder.”



4. Click “Scan” after all adjustments.
5. When the page(s) you want to scan are finished click “Done.”

**Note:** The scanner will only scan one side of a page. Double-sided pages must be flipped to scan both sides.

